

Memo of Introduction

ASSIGNMENT GOALS

1. Learn to craft professional memos
2. Develop interpersonal communication skills

ASSIGNMENT GUIDELINES

Your first assignment is to create a one page memo of introduction. The purpose of the memo is to introduce yourself to the class. Consider, if you will, the class as a business organization and yourself as a new member in a highly visible position.

Your first task is to introduce yourself and spell out goals for your new role. With the class as your audience, consider your role as the author of a memo of introduction. You want to make a great first impression on all of us. You also want to provide us with relevant information that will foster strong future working relationships. While your memo will be presented in a formal manner, feel free to write in a voice that is representative of you.

Your memo will help me better understand your course goals and help you establish rapport with your peers and me. Additionally, this assignment challenges you to consider not only the form of a memo, but also its potential role within an organization.

Information you might discuss in your memo includes, but is not limited to, the following:

Background Information

- ✓ What is your major and year in school?
- ✓ Why have you selected this major?
- ✓ What activities, jobs, and internships have you participated in that relate to your chosen field?
- ✓ What are your career plans after graduation?
- ✓ How would you describe your work style?
- ✓ What technologies are you familiar with and which ones do you still want to learn (even if those technologies are not related to our course)?
- ✓ What else about you is interesting, odd, or unique? Have you had any experiences outside of school or work you would like to share?

Course Goals

- ✓ What skills do you want to learn in this class?
- ✓ What background or experience do you have that will help you work on projects for this class?
- ✓ What types of writing and research projects have you participated in?
- ✓ What is your main goal for this course?

MEMO FORMAT

- Your memo should be one single-spaced page
- Use 12 point Times New Roman for the body of your memo and Arial or other [sans serif font](#) for the headings
- Use 1" margins
- Your memo should be written in full block format. Full block format means there is no indentation at the beginning of paragraphs and left justification. To signal the end of one paragraph and the beginning of another, you should leave one blank line
- Do not use a Word memo template for this assignment

MEMO HEADER

You should create a memo header of your own—do not use a Word template. Below is an example of a memo header:

To: Dr. Amy C. Kimme Hea & Classmates of English 307
From: New Student *NS*
Date: January 18, 2006
Subject: New Student's Background & Goals for English 307

- The "To" line should identify the intended readers of the memo
- The "From" line should identify the author and should include written initials of its author (if the memo is in hard copy)
- The "Date" line should be the date the memo is circulated

- The “Subject” line should be descriptive of the memo’s purpose
- There should be a space between each of the lines
- Note: Sometimes memos contain a “CC” line, which stands for carbon copy. This line denotes others who may be receiving the memo, but who are not the direct audience. Those persons might be supervisors, administrative assistants, or other members of the organization

MEMO BODY

The body of your memo should address the questions provided above as well as provide other information you deem pertinent to the assignment. Remember: you want to establish a professional and friendly tone of welcome.

Consider the body’s development more carefully:

- Begin your memo with a brief one or two sentence overview that quickly summarizes the purpose of the memo
- Offer brief, well-organized paragraphs that respond to the questions provided. If needed, add bolded subheadings for sections to help readers locate information more quickly
- Make sure each paragraph contains a clear [topic sentence](#) and appropriate supporting details
- End your memo with a brief summary. (If this were a memo requesting an action, you would end with a call to action.) As with the opening of your memo, this section should not have a subheading

SUBMISSION GUIDELINES

Refer to the course schedule for instructions on where to submit your assignment. Use only one of the accepted file formats outlined on the course syllabus when uploading your work.

GRADING CRITERIA

Criteria are equally weighted in final grading.

Criteria	
Format	Did you follow the formatting guidelines above? Did you pay attention to “small” details such as intentions, font styles, etc.?
Content	Did you address the questions provided?
Length/Scope	Is your memo focused and specific?
Organization	Is your content logically organized? Does each paragraph have a topic sentence?
Tone	Have you adapted your tone to your audience and purpose?
Correctness	Have spelling and grammatical errors been eliminated?

WANT TO LEARN MORE ABOUT MEMOS?

To learn more about the role and format of the memos, review these resources:

- [Purdue University’s Online Writing Lab](#)
- Your course textbook, appendix A-14